

MyVector – Functional Development Team Management User Role Software User Guide 25 Oct 2016

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1.0 Overview

The purpose of this document is to provide an overview of the Functional Development Team Manager's process within the MyVector application. This user guide is intended for those individuals who have been granted the Functional Development Team Management user role within the MyVector application. To request this access, please contact AF/A1DI or submit a Help Desk ticket request through the Help function within MyVector.

2.0 Accessing Development Team Boards

Once you have access to the Functional Development Team Management Role, you will be able to access the DT Boards management function via the main menu and selecting the DT Boards option. Please see Figure 2.0.1.

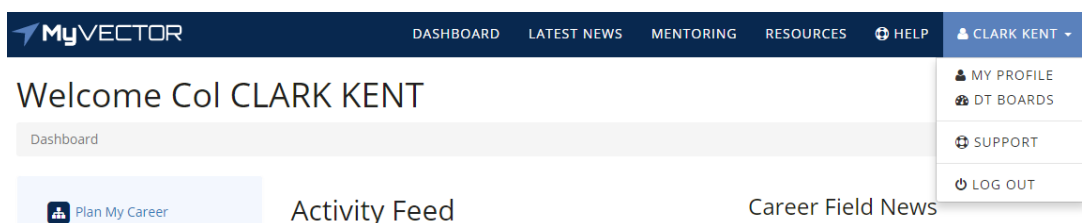


Figure 2.0.1 – Accessing DT Boards

The DT Board Management section will allow users to Create DT Board, View Boards, manage Intent Questions specific to the functional area, manage Vectors and Standard Notes that can be used for DT Boards (Figure 2.0.2).

View Development Team Boards

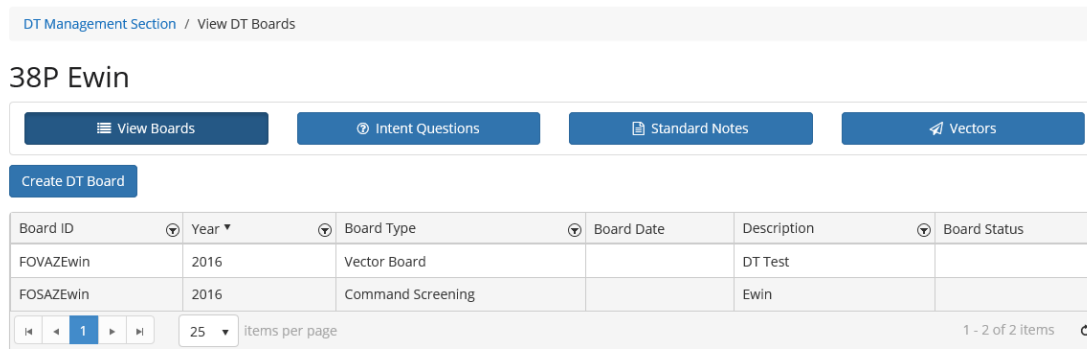


Figure 2.0.2 – DT Board Management

Once selecting the Intent Questions tab, the DT Board Manager will be able to create, edit and prioritize questions specific to those members of the Functional Development Management Group (See Figure 2.0.3).

Manage Intent Questions

DT Management Section / Manage Intent Questions

38P Ewin

View Boards

Intent Questions

Standard Notes

Vectors

In this area you are able to manage intent questions specific to members of your Development Management Group. The questions may be Yes/No or Text. If a question is Active then a member will be able to view and answer. Inactive questions are archived and not viewable by individual members.

Add Intent Question

| | |
|------------------------------------|----------------|
| First One Response Type: Text | <div>↓↑✎</div> |
| Second One Response Type: Text | <div>↓↑✎</div> |
| Third One Response Type: Yes/No | <div>↓↑✎</div> |

Figure 2.0.3 – Managing Intent Questions

By selecting the Standard Notes tab, the Functional DT Board Manager will be able to manage standard notes that can then be associated and used for the DT in-board review (See Figure 2.0.4).

Manage Standard Notes

DT Management Section / Manage Standard Notes

38P Ewin

View Boards

Intent Questions

Standard Notes

Vectors

In this area you are able to create and manage the Standard Notes repository. These Standard Notes will then be available to associate with specific DT boards so they will be available for the DT Board Members' use during the board.

Add Standard Note

There are no Standard Notes defined for the Functional Development Team group 38P Ewin.

Figure 2.0.4 – Managing Standard Notes

As the DT Administrator when you select Vectors, you will be able to add, edit and select active/inactive status for each individual vector.

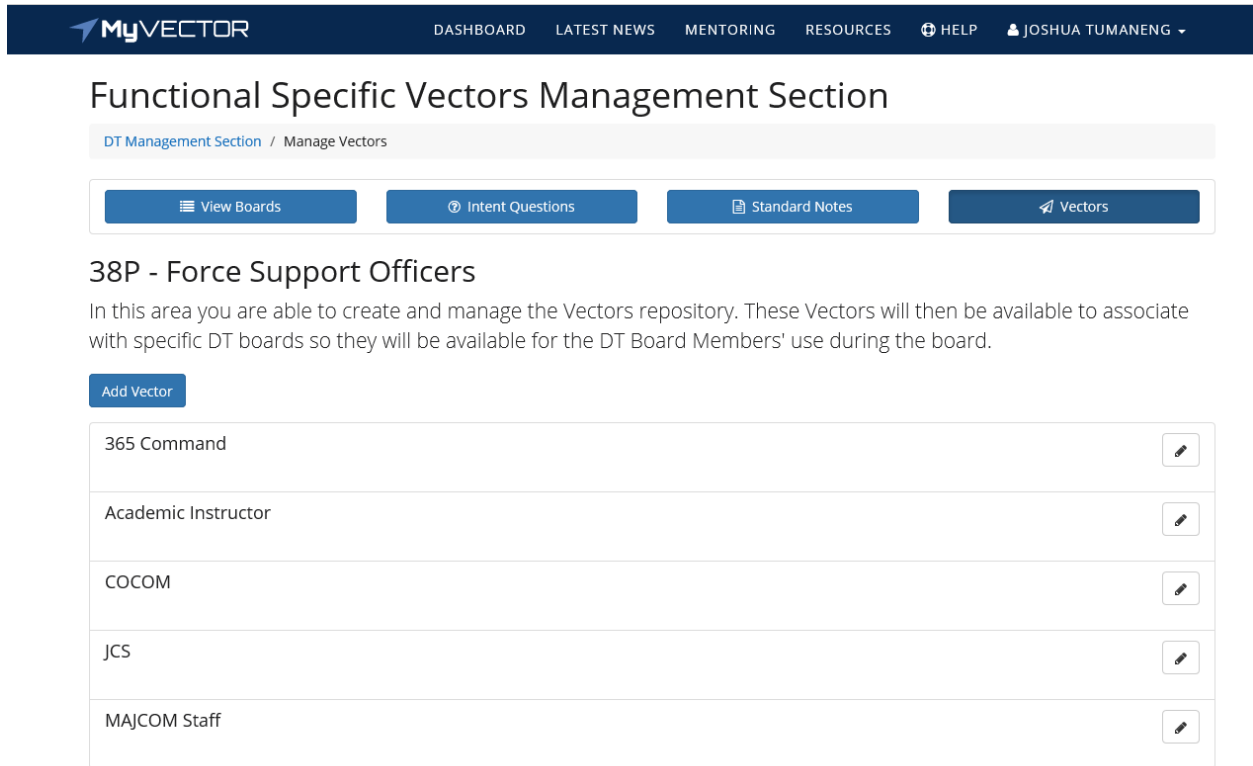


Figure 2.0.5 – Managing Vectors

To create a DT Board, select the Create DT Board option button. Once you have selected the Create DT Board option you will be guided to the Create DT Board interface (Figure 2.0.6). **NOTE: Part of the board ID will be prepopulated based upon the code associated with the DT Management group.**

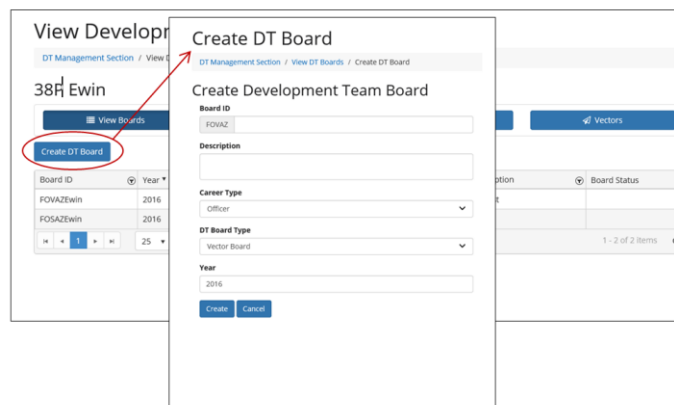


Figure 2.0.6 – Creating DT Board

